

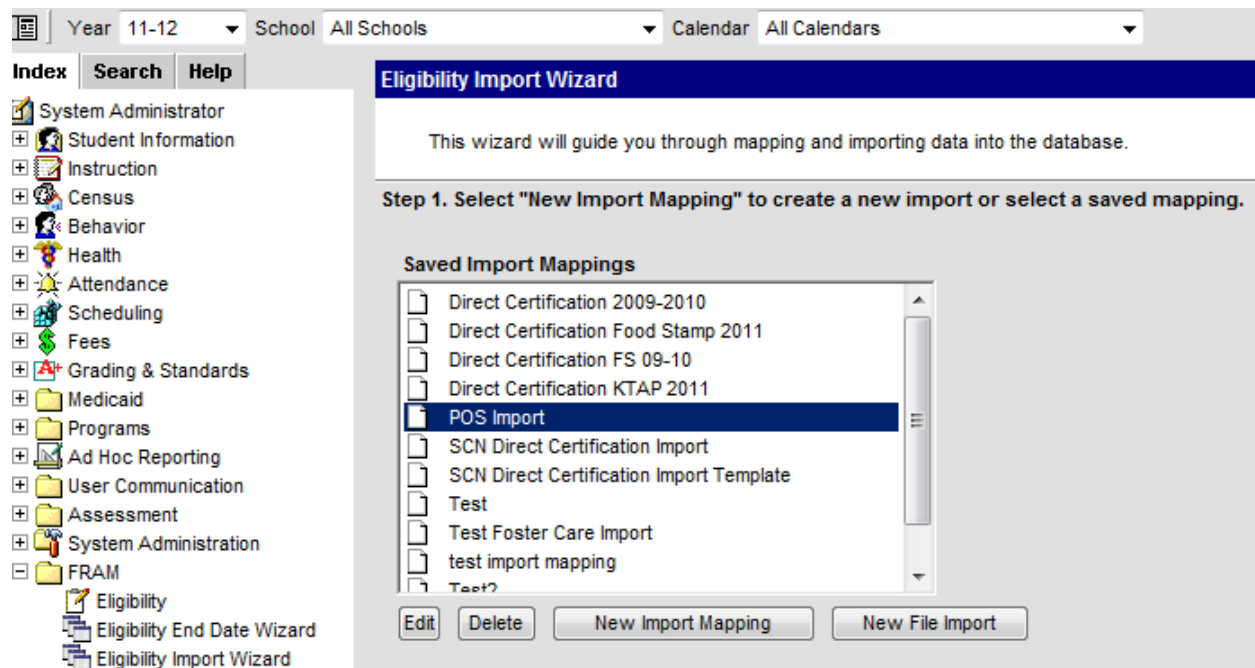
# FRAM

## LunchBox and IC Data Synchronization

### SY 2013-2014

**Purpose:** Explains the basic process for setting up data synchronization, which is the sharing of meal status records between LunchBox and IC on a nightly basis. This setup is designed for LunchBox but the concepts are similar across POS systems.

**Important!** Your POS import mapping must be updated on or before July 1, 2013 in order for the meal status from your POS to synchronize with SY 13-14 in Campus. Failure to do so will corrupt the meal status data in the prior school year.



1. Select your POS import mapping in the list under FRAM>Eligibility Import Wizard and click **Edit** OR select **New Import Mapping**.

## Import Mapping - Settings

**Eligibility Import Wizard**

Step 2. Name the file, enter a selection for each option and upload a file to continue.

\*Name

\*School Year  
 Should be set to current school year

\*What is the file type?

\*Which field(s) in the data file will map to student identifiers?

\*Is this a Direct Certification file?  
☐ Yes ☒ No

\*Does file include headers?  
☐ Yes ☒ No

\*Browse and select import file.

2. Locate your POS data extract file by clicking **Browse...** This file is generally on the LunchBox server in a shared directory.
3. Hit **Upload & Continue** after selecting your data extract file.
4. Key in the field for matching the data: state ID is in column 3 in this example. Now select **Map Field(s)**.

**Eligibility Import Wizard**

Name File Location  
 POS Import D:\CampusDocumentStore\batchReports\batchQueue\staging\_scramble\32066\2013-04-1

Raw Data File

| 1 | 2 | 3     | 4  | 5    | 6 | 7         | 8         |
|---|---|-------|----|------|---|-----------|-----------|
|   |   | 5979  | M  | Free |   | 8/15/2012 | 6/30/2013 |
|   |   | 1807  | DI | Paid |   | 8/16/2012 | 6/30/2013 |
|   |   | 29815 | F  | Free |   | 8/17/2012 | 6/30/2013 |
|   |   | 22816 | I  | Paid |   | 8/18/2012 | 6/30/2013 |

Mapped Data Field(s)

| StateID |
|---------|
| 5979    |
| 1807    |
| 29815   |
| 22816   |

Step 3. Select mapping. Indicate the position of the data field(s) from the imported Raw Data mapping will be used to match the data in the import file to student identifiers existing in the

| Name    | Seq in Data File               | Map to Data Field | Strip Leading Zeros      |
|---------|--------------------------------|-------------------|--------------------------|
| StateID | <input type="text" value="3"/> | student.stateID   | <input type="checkbox"/> |

**Eligibility Import Wizard**

**Name**      **File Location**  
 POS Import    D:\CampusDocumentStore\batchReports\batchQueue\stag

**Raw Data File**

| 1 | 2 | 3     | 4  | 5    | 6 | 7         | 8         |
|---|---|-------|----|------|---|-----------|-----------|
|   |   | 5979  | M  | Free |   | 8/15/2012 | 6/30/2013 |
|   |   | 1807  | DI | Paid |   | 8/16/2012 | 6/30/2013 |
|   |   | 29815 | F  | Free |   | 8/17/2012 | 6/30/2013 |
|   |   | 22816 | I  | Paid |   | 8/18/2012 | 6/30/2013 |

**Step 4. Select "Yes" next to fields that will be mapped from the selected for at least one of the following values: "Certified Type" will be set for all students on the file. Select "Next" to continue**

**Eligibility Type**    ☐ Yes ☒ No  
**Eligibility**            ☒ Yes ☐ No  
**Certified Type**    ☒ Yes ☐ No  
**Direct Type**        ☒ Yes ☐ No  
**Start Date**         ☒ Yes ☐ No  
**End Date**           ☒ Yes ☐ No

5. The next screen shows the options for importing the POS file.

- a) Select **No** for Eligibility Type.
- b) Select **Yes** for all other options.

An explanation of the field list is as follows:

- a) **Eligibility Type** – How the data will be used: Meal or SES
- b) **Eligibility** – determination of free, reduced or paid meal status
- c) **Certified Type** – how the student was deemed eligible
- d) **Direct Type** – source of direct certification
- e) **Start Date** –the student's meal eligibility begin date
- f) **End Date** – the expiration date of the student's meal status

6. Click **Next**.

7. Set the values in accordance with your POS system's data extract file. In this step you are building a "crosswalk" between the POS data file and IC: how Campus should import the data in your POS data extract file.

Eligibility Import Wizard

**Name**      **File Location**

POS Import    D:\CampusDocumentStore\batchReports\batchQueue\staging\_scramble\320

Data values appear in this window  
after performing each step with  
data mapping

**Raw Data File**

| 1 | 2 | 3     | 4  | 5    | 6         | 7         | 8 |
|---|---|-------|----|------|-----------|-----------|---|
|   |   | 5979  | M  | Free | 8/15/2012 | 6/30/2013 |   |
|   |   | 1807  | DI | Paid | 8/16/2012 | 6/30/2013 |   |
|   |   | 29815 | F  | Free | 8/17/2012 | 6/30/2013 |   |
|   |   | 22816 | I  | Paid | 8/18/2012 | 6/30/2013 |   |

**Import Data Field(s)**

| Eligibility | CertifiedType | StartDate  | EndDate    | DirectType |
|-------------|---------------|------------|------------|------------|
| Free        | Migrant       | 08/15/2012 | 06/30/2013 |            |
| Paid        | Did Not Apply | 08/16/2012 | 06/30/2013 |            |
| Free        | Foster        | 08/17/2012 | 06/30/2013 |            |
| Paid        | Income        | 08/18/2012 | 06/30/2013 |            |

**Step 5.** Select the values that will be the same for all students on the file. For unique values, indicate the location of the field that will be mapped on the file. Select "Set Value" to map each field from the imported Raw Data File to a field in the database. Review the mapped fields in the Import Data Field(s) section above. This mapping imports a unique value for each student in the file. Select "Next" to continue.

**\* Eligibility Type**

Meal ▼

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**\* Eligibility**

Seq in Data File: 5 Set Value

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**\* Certified Type**

Seq in Data File: 4 Set Value

---

**\* Direct Type**

Seq in Data File: 6 Set Value

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**\* Start Date**

Seq in Data File: 7 Set Value

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**\* End Date**

Seq in Data File: 8 Set Value

**Eligibility Type – Always set to Meal**

- a. The "Seq in Data File" is the position (or sequence) in which the data in the file is stored, counting from left to right. For example, the certified type is in the 5<sup>th</sup> position.
- b. Enter in the column number for each mapped field on where the data is stored.
- c. Click **Set Value** to set the values within each field. Then select the applicable mapping:

i. **Eligibility**

| Data File Eligibility | Campus Eligibility |
|-----------------------|--------------------|
| Free                  | Free ▼             |
| Paid                  | Paid ▼             |
| Reduced               | Reduced ▼          |

Click **Save** after each selection to store your work.

- b. **Certified Type** – Your food service director and/or POS vendor will know each of these values. These are for LunchBox- and your POS system may have different abbreviations for the certified type.

| Data File Certified Type | Campus Certified Type |
|--------------------------|-----------------------|
| M                        | Migrant ▼             |
| DI                       | Did Not Apply ▼       |
| F                        | Foster ▼              |
| I                        | Income ▼              |
| C                        | Categorical ▼         |
| HS                       | Head Start ▼          |
| D                        | Direct ▼              |
| H                        | Homeless ▼            |
| DC                       | Direct ▼              |
| DN                       | Denied ▼              |
| DE                       | Declined ▼            |
| T                        | Temporary/No Income ▼ |
| R                        | Runaway ▼             |

- c. **Direct Type** – Map the POS direct certification type to the Campus direct type. You may also have homeless, migrant, runaway, etc. to be mapped in this list as well.

| Data File Direct Type | Campus Direct Type |
|-----------------------|--------------------|
| KTAP                  | TANF ▼             |
| Medicaid              | Medicaid ▼         |
| SNAP                  | SNAP ▼             |

KTAP is the same as TANF

- d. **Start Date** –Select the date format from the dropdown menu.

| Date Format              |
|--------------------------|
| MM/DD/YY or MM/DD/YYYY ▼ |

- e. **End Date** Select the date format from the dropdown menu.

| Date Format              |
|--------------------------|
| MM/DD/YY or MM/DD/YYYY ▼ |

8. Click **Next**.

| Name    | Seq | Map to Data Field | Strip Leading Zeros |
|---------|-----|-------------------|---------------------|
| StateID | 3   | student.stateID   | No                  |

This mapping will import a unique value for each student in the file.

| Import Data Field | Seq in Data File |
|-------------------|------------------|
| CertifiedType     | 4                |
| Eligibility       | 5                |
| DirectType        | 6                |
| StartDate         | 7                |
| EndDate           | 8                |

Values entered for fields shown will be the same for all students when imported.

| Data Field      | Set Value |
|-----------------|-----------|
| EligibilityType | Meal      |

You may Test or Import your file. Infinite Campus recommends testing the file before importing into the database.



Include Updated Records Detail on report ☒

Report Format ☒ PDF Report ☐ Comma Separated Values (CSV)

Batch Import Options ☒ Test ☐ Import

Previous Test Import Batch Test

9. Select **Include Updated Records Detail on report** to see the student level detail.
10. Select the PDF or CSV (Excel) format for the report output.
11. Districts with <3,000 students can select **Test**. Districts with >3,000 students can select **Batch Test**. The report output will then appear as a hyperlink in the Process Inbox on the main screen in IC (see example below):

| Process Inbox   |   |              |                      |
|---|---|--------------|----------------------|
|  |  | Process Name | Posted Date Due Date |
| No Process Inbox items at this time.  |   |              |                      |

**Tip:** Perform a test import on the final screen to ensure your mapping worked correctly.

12. Click **Import** when you are satisfied the file is correct.
13. Click **OK** to run the import.

14. Re-start the scheduled imports in Infinite Campus. **Change the Eligibility Import Mapping selection** – if you developed a new mapping under the Eligibility Import Wizard. The mapping should be set to where you have the POS data extract mapping, which is generally the POS server.

## FRAM>Eligibility Import Wizard>Scheduled Imports

**Note:** Per IC, the slashes used to note the file directory should be reverse that of Windows. For example, a data extract file under a file of Imports\IC should be keyed under the Directory Path as //Imports/IC

This is the username and password for access to the shared folder where the POS data extract file is located

1. **Directory Path** - Check to see that your Directory path is correct, you have a shared folder on the POS server...and that your file is named IC\_Eligibility.
2. **Test Connection** – Use this to ensure you can connect to the POS server.
3. **Test Import** – Verify you can connect and pull in the data.
4. **Run Import** – Run the import process manually and review the Eligibility Import report to locate and correct any errors.